



# NACOP NOTES

VOLUME 1, ISSUE 1

OCTOBER 2015

## SPECIAL POINTS OF INTEREST:

- Message from the Co-Chairs
- Helpful Tips
- Office Decorating
- Correspondence Corner
- PWA Spotlight

## INSIDE THIS ISSUE:

Helpful Tips	2
Office	3
Decorating	
Spotlight	4
NACOP	5
Correspondence	6
Correspondence	7
Flat Stanley	8

## New 2016 Fiscal Year

Message from the Co-Chairs: Tangele Terry, Senior, Co-Chair  
Brooke Bowers, Junior, Co-Chair

As we begin the new **2016** fiscal year, we take a look back at 2015. ARS has faced many new challenges, the biggest being successful consolidation of eight Areas into five. Only through teamwork were we able to accomplish this efficiently--thanks to Headquarters, Pacific West Area, Plains Area, Midwest Area, Southeast Area, and Northeast Area. With the consolidation, opportunities remain for all Office Professionals to develop, participate, and succeed in many areas.

Among these are:

- *Leadership* - "Point of Contact" to encourage/inspire location employees to positively move forward with the innovative consolidation.
- *Resources* (e.g. sharing best practices).
- *Training Workshops* - We are rolling up our sleeves as we began to prepare for our next training workshop. Our theme—ARS: "**A**chievement, **R**ealize Potential, and **S**uccess for All." Stay tuned as details develop.



Editor: Dawn Reed, SEA, Representative

# Helpful Word & Excel Universal Shortcuts



Submitted by: Darleen Nelson, SEA Representative

## Word shortcut keys

**Ctrl+B** Make selected text bold **Ctrl+U**  
Underline selected text

**Ctrl+I** Make selected text italic

**Ctrl+L** Align selection or paragraph to the left of the screen

**Ctrl+E** Align selection or paragraph to the center of the screen

**Ctrl+M** Indent paragraph or selection

**Ctrl+1** Single-space all the lines in selection

**Ctrl+2** Double-space all the lines in selection

**Ctrl+5** 1.5-space all the lines in selection

**Ctrl+Space** Toggle AutoCorrect

**Ctrl+Del** Delete the word to the right of the cursor

**Ctrl+Backspace** Delete the word to the left of the cursor

**Ctrl+Shift+8** Toggle hidden characters that mark spaces, carriage returns, and so on

**F7** Run a spelling and grammar check

**Shift+F7** Use the Thesaurus

## Universal shortcut keys

**Ctrl+C** Copy; **Ctrl+X**

Cut ; **Ctrl+V** Paste

**Ctrl+Z** Undo; **Ctrl+P**

Print;

**Ctrl+R** Right align

## Excel shortcut keys

**Ctrl+-** Delete the current cell or selection

**Ctrl+Shift++** Insert cell or selection

**Ctrl+K;** Insert current date at the selected cell

**Ctrl+Shift+;** Insert current time at the selected cell **Ctrl+K** Insert a hyperlink or web link

**Ctrl+Tab** Switch to the next worksheet in the workbook

**Shift+F3** Open the formula window

**F11** Create a chart

**Ctrl+Space** Select all of the current column

**Shift+Space** Select all of the current row

**Ctrl+Shift+I** Format the current cell with commas

**Ctrl+Shift+4** Format the current cell as currency

**Ctrl+Shift+5** Format the current cell as a percentage

**Ctrl+Arrow key** Move to the next used cell in the direction of the arrow key

**Ctrl+F** Open the search box Universal to almost any word processor or any Office programs:

**Ctrl+O** Open up the File Explorer (in Outlook opens the message that is highlighted)



# Office Decorating for the Professional

Submitted by: Janel Nierman, PA Representative

Do you enjoy decorating your office or home? Or are you a person who is not too keen into decorating because you don't know where to begin? Maybe you just don't know how to make a work space look professional yet festive (like me Janel). I thought, with fall upon us and the holidays coming earlier each year, we needed some tips on how to make our work space more fun and festive - yet professional. If I can do it, so can you and I hope we can re-energize our workspace for a productive Fiscal Year.

So to begin, examine your work area and try to reduce the paper clutter if possible. Scan what you can – remember paperless is a great way to go and be sure to back it up. This will free up some desk space for a few items that will enhance your working environment for the better and bring a smile into your day.

No matter what the holiday or if you just need something different, try these ideas offered at [http://www.ehow.com/how\\_4523124\\_decorate-office-fall.html](http://www.ehow.com/how_4523124_decorate-office-fall.html) and see what you can create.

A few ideas gleaned from the article include:

- 1) Frame some beautiful fall foliage – pictures you took or purchase some.
- 2) Find some inexpensive seasonal table clothes, fall colors or patterns for the season, and cover spare tables around the office. One can use regular fabric folded or hem it, your choice.
- 3) Candles, scented potpourri, or oil sticks make a nice addition and provide a nice scent. (Take into consideration those around you first, in case anyone has allergies, before adding this touch of the season.)
- 4) Baskets filled with various holiday reminders or for fall, miniature pumpkins.
- 5) Flowering plants light up a room – choose the season you're in and go with it. (Again, take into consideration those around you first, in case anyone has allergies.)
- 6) Seasonal paintings or small photos on the wall will reshape your office space.
- 7) For the holidays – change the color of things and find various items to mark the occasion. (i.e. jack-o-lanterns and witches for Halloween; Christmas – trees, snowmen; July 4 – USA flags everywhere. You get the idea I think.)

Remember to keep it professional and not look like a pumpkin threw up the holiday in your office. Simple is good and will catch the eye of visitors to your desk more than a massive explosion of clutter.

I'd love to see how you decorate your office or work space. Send me some pictures and we can try to incorporate them into the next NACOP Notes. We'd love to share the fun and creativity you bring to the work place.

Enjoy your seasonal transformations and I hope you have a productive day full of fun and laughter along the way!



# PWA Spotlight



**Submitted by: Brooke Bowers, PWA Representative**

Initially named the Pacific West Area (PWA) Secretarial Advisory Council, the PWA Office Support Advisory Council was established in 1995. It was developed to open communications between Secretaries throughout PWA. The Council established contacts at each location for disbursing information to all secretaries. During the first year a charter was developed and sent to all PWA Secretaries. Officers were elected and projects were selected for members. The group provided information regarding the use of working titles and established a resource assistants list. The PWA Office Support Advisory Council's mission is to provide tools to ensure that PWA has highly skilled office support staff to meet the research goals of the Agency.

The Council achieves the mission by working towards the following objectives:

- Provide advice and recommendations on Agency and PWA policies and programs related to the employment, development, and advancement of office support staff.
- Assist in the development and presentation of required and appropriate training and mentoring for office support staff.
- Maintain a network system comprised of "experts" available to PWA office support staff to provide assistance on Agency-specific software and business practices.
- Maintain PWA Office Support Advisory Council Webpage.
- Maintain PWA Office Support Resource Guide located on the PWA OSAC webpage.
- Improve recognition of the office support staff and promote professionalism within the occupation.
- Improve communication, awareness and skills among office support staff, and strengthen programs and opportunities for their career development and enhancement.

The Council is currently undergoing a revitalization. The Council's new Sponsor is Dr. Charles Onwulata who is very excited to be working with this Council and Office Professionals. This Council is vital to PWA Office Professionals, it's our voice and it can and will make a difference. Opportunities remain for all Office Professionals to develop, to participate, and to succeed in the Pacific West Area. Among these are:

- Leadership* as the "Point of Contact" to encourage/inspire location employees to positively move forward, join the Council!!
- Resources* (e.g. sharing best practices)
- Inspiration* for training views and thoughts



# What NACOP Means to Me

Submitted by: Trudy Pinkerton, PA Representative

NACOP stands for the National Advisory Council for Office Professionals. What NACOP has meant to me over the years is more than a council. It's a "sisterhood" as one of my fellow members stated. We work hard to bring training workshops to the other office professionals about every three years. The workshops take a lot of blood, sweat, and tears. We usually end up exhausted by the end of it, but the smiles and positive comments we receive from the office professionals we are helping makes it all worthwhile.

When I say it becomes a "sisterhood," it is because it is more than a council or a group of peers. It's all of us working together to keep our area councils going. It's sharing struggles and life events along the way. It's crying tears of sadness as a member rotates off only to be immediately followed by tears of joy for all the good times and things we have accomplished along the way. It's the welcoming of new members and sharing our fears of meeting Cathy Lonaberger, only to find out she's just like us. She cares about us. She works hard for us. Most importantly, she's right there with you and for you when and if you need anything.

So, yes, NACOP is more than the National Advisory Council for Office Professionals, it is more than a council of peers, and it is more than all the workshops. It is a circle of friends, a family, a "sisterhood." I encourage each of you to get involved with your area councils and create your own family of council members. Then maybe one day you can be selected for NACOP and experience an even stronger sense of family. I did and I wouldn't trade the opportunity, adventure, and "sisters" I've met for anything in the world. Contact your local NACOP Representative for more information about how you can become part of the NACOP family.



## Brain Teasers

Look at the chart and say the COLOUR not the word

YELLOW	BLUE	ORANGE
BLACK	RED	GREEN
PURPLE	YELLOW	RED
ORANGE	GREEN	BLACK
BLUE	RED	PURPLE
GREEN	BLUE	ORANGE

### Left – Right Conflict

Your right brain tries to say the colour but your left brain insists on reading the word.

# Correspondence Corner

Submitted by: Cathy Lonaberger, HQ

This article is a refresher of correspondence procedures within the Agricultural Research Service (ARS). ARS has a correspondence manual, which is being updated as I write this article. The Correspondence Management Unit (CMU) hopes to have the revised manual completed by October 2016. Please refer to the correspondence manual (Policy & Procedure 261.2) for all correspondence preparation. Everyone in ARS (including Laboratory Directors, Research Leaders, Center Directors, etc.) should use the correspondence manual if they are preparing final correspondence. I suggest that the draft correspondence be sent to the office professional for final preparation to ensure correct formatting. ARS correspondence is the window to the Agency. Sometimes correspondence is the only interaction with others outside of the Agency, and we want ARS to be represented in a professional manner.

The CMU is the clearinghouse for all correspondence received for the Office of the Administrator. Any correspondence that you prepare for signature in the Administrator's Office must be sent to CMU for proofing, logging, and tracking after it has cleared through your internal channels (Laboratory, Center, Area). Do not send correspondence directly to my office for review.

I asked CMU for the most common mistakes they see when proofing correspondence. Below is a compilation of these errors.

## Most Common Mistakes Prepared by the Correspondence Management Unit

Do not: We do not need the word "date" on any draft letter. The letters are dated when they are signed by the Administrator and Associate Administrators.

Do not: Do not use multiple fonts in a memorandum or letter. The general rule is Times New Roman 12.

Do: Drafts only are double-spaced, not single-spaced.

### The Inside Address:

- Addressed as appropriate – Dr., Mr., or Ms. (no Ph.D.)
- There are no abbreviations on the inside address except where a section location is listed at the end of the address. For example: SW., NW. The State should always be spelled out followed by two spaces and then the zip code.

Letters:

- There should always be two spaces after a period.
- Please make sure a comma follows any date, city, and State.
- When a sentence starts with unfortunately or however, it should be followed by a comma.
- For signature block, the name (All CAPS) should appear on the fourth line after Sincerely (example below):

Sincerely,

CHARLES A. WRITER  
Director

- The legend line is one line after signature block.
- Acronyms: Spell out the word when you use it for the first time, followed by the acronym in parentheses. For example, the Agricultural Research Service (ARS), fiscal year (FY), and the Department of Agriculture (USDA).

Memorandums/Letters:

- All memorandums/letters should be proofed by at least two knowledgeable individuals, for readability, proper formatting, and for accuracy.
- All documents should go through proper clearance channels.
- All documents for the Administrator's signature must have an ARS Correspondence Synopsis Form. You can get this form from CMU.

Letterhead:

Please make sure you have the correct EEO statement on the bottom of your ARS letterhead:

USDA is an Equal Opportunity Provider and Employer



# NACOP with Flat Stanley



***Darleen Nelson, SEA, Recorder; Lori Burma, MWA; Mary Dailey, NEA, Historian; Brenda Holmes, NEA, Webmaster; Tangele "Tee" Terry, HQ, Co-Chair; Linda Parnell, PA, Ex-officio; Dawn Reed, SEA, NACOP Notes Editor; Brooke Bowers, PWA; Trudy Pinkerton, PA; Cathy Lonaberger, HQ, Technical Advisor; Janel Nierman, PA, Co-Chair.***

